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## Appendix F – Whistleblower Policy

Revised September 14, 2018

Rotary International District 5080 (DISTRICT) prides itself on its adherence to federal, state, and local laws and/or regulations, including business ethics policies. As such, even though it is not obligated to do so, DISTRICT has decided to voluntarily adopt a Whistleblower Protection Policy. Pursuant to this policy, any employee, member, volunteer, contract worker, or interested party who becomes aware of any violation of federal, state, or local law or regulation, including any financial wrongdoing, should immediately report the suspected violation to the District Governor to allow the organization to investigate and, if applicable, correct the situation or condition.

If the District Governor is involved or is believed to be involved in the matter being reported, employees, volunteers, or contract workers may, in the alternative, make a report to the Organization's legal counsel. The DISTRICT will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit. "Financial wrongdoing" may include, but is not limited to:

- Questionable accounting practices;
- Fraud or deliberate error in financial statements or recordkeeping;
- Deficiencies of internal accounting controls;
- Misrepresentations to organization officers or the accountant (including deviation from full reporting of financial conditions).

If any employee, volunteer, or contract worker reports in good faith what they believe to be a violation of the law and/or financial wrongdoing to DISTRICT, its legal counsel, or to a federal, state, or local agency or assists in an investigation concerning financial wrongdoing, it is DISTRICT's policy that there will be no retaliation taken against them.

Employees, volunteers, and contract workers are reminded of the importance of keeping financial matters confidential. Employees, volunteers, and contract workers with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the District Governor.

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District Governor 20\_\_-20\_\_

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Date